

# TIMELINE – PROGRAM ORGANISATION

Phase 1 – Initial planning (pre-program)	
3 months	<b>Project team</b> <ul style="list-style-type: none"> <li>Determine team roles</li> <li>Schedule regular meetings for program planning</li> <li>Develop project plan and identify risks</li> </ul>
3 months	<b>Conversation series focus</b> <ul style="list-style-type: none"> <li>Identify appropriate principles for the conversation series</li> <li>Identify any existing materials that can be drawn upon for the series</li> </ul>
3 months	<b>Conversation leaders</b> <ul style="list-style-type: none"> <li>Identify appropriate conversation leaders</li> <li>Invite or recruit leaders to participate as conversation leaders in the program</li> <li>Schedule leaders for conversation series and for recording of video introductions (if required)</li> </ul>
2-3 months	<b>Logistics</b> <ul style="list-style-type: none"> <li>Identify venue</li> <li>Schedule dates/times (based on availability for each conversation leader)</li> <li>Make room bookings</li> <li>Engage various support channels (audio/visual support if pre-recording material; graphic design support; etc.)</li> <li>Identify needs for online space (features, layout, access, materials required, etc.)</li> </ul>
1-2 months	<b>Participants</b> <ul style="list-style-type: none"> <li>Determine how to engage participants (nomination process, self-selected, etc.)</li> <li>Engage Heads of School/Deans to nominate participants (if required)</li> <li>Receive nominations</li> <li>Invite participants to the program, incl. overview of the program, expectations, how to access materials, etc.</li> <li>Set up mailing list</li> <li>Seek special dietary requirements</li> </ul>
1 month	<b>Conversation leaders</b> <ul style="list-style-type: none"> <li>Prepare briefing for video introduction</li> <li>Pre-record video introductions (if required)</li> </ul>
1 month – 2 weeks	<b>Logistics</b> <ul style="list-style-type: none"> <li>Determine and advise room setup</li> <li>Book catering</li> <li>Organise notebooks/pens etc. for participants</li> <li>Develop detailed agenda / schedule for the conversation day</li> <li>Make flights/accommodation arrangements for conversation leaders (if required)</li> </ul>
1 month – 2 weeks	<b>Audio-visual (if required)</b> <ul style="list-style-type: none"> <li>Review and edit pre-recorded introductions</li> <li>Book recording equipment for conversation</li> </ul>
1 month – 2 weeks	<b>Online space (if required)</b> <ul style="list-style-type: none"> <li>Design and develop online space, incl. materials</li> <li>Publish materials for participants</li> </ul>
1 month – 2 weeks	<b>Conversation protocol</b> <ul style="list-style-type: none"> <li>Design initial protocol</li> <li>Develop key questions for participants to consider prior to the conversation (if required)</li> </ul>
Phase 2 – Implementation (during-program) – recurrent process for each conversation	
1 week	<b>Conversation leader</b> <ul style="list-style-type: none"> <li>Prepare briefing for conversation</li> </ul>
1 week	<b>Participants</b> <ul style="list-style-type: none"> <li>Send reminder email to participations</li> </ul>
1 week – 1 day	<b>Logistics</b> <ul style="list-style-type: none"> <li>Confirm bookings for venue, catering and conversation leader</li> <li>Create name badges for participants</li> <li>Ensure room is setup appropriately on the day</li> </ul>
<b>Conversation day</b>	<b>Conversation</b> <ul style="list-style-type: none"> <li>Facilitate conversation</li> </ul>
Conversation day – 5 days after	<b>Audio-visual (if required)</b> <ul style="list-style-type: none"> <li>Ensure recording equipment is working on the day (spare batteries, charged)</li> <li>Review and edit conversation to provide summary video</li> </ul>
5 days after	<b>Online space</b> <ul style="list-style-type: none"> <li>Upload edited conversation summary materials (e.g. video, visual, written summaries)</li> </ul>
Within 5 days after	<b>Conversation protocol</b> <ul style="list-style-type: none"> <li>Review and refine protocol for next conversation</li> </ul>
Phase 3 – Post-implementation (post-program)	
1-2 months before end of program	<b>Logistics</b> <ul style="list-style-type: none"> <li>Identify venue and date for end-of-program celebration</li> <li>Book venue and catering</li> <li>Organise gifts for participants</li> </ul>
1-2 months before end of program	<b>Conversation leaders</b> <ul style="list-style-type: none"> <li>Invite conversation leaders to end-of-program celebration</li> </ul>
2 weeks before the end of program – Celebration day	<b>Participants</b> <ul style="list-style-type: none"> <li>Invite participants to end-of-program celebration</li> <li>Present gifts / certificates (appreciation)</li> </ul>

